

AUTHORISED ABSENCE ‘Authorised absence’ means that the school has either given approval in advance for a pupil of compulsory school age to be away from the school or has accepted an explanation offered afterwards as justification for absence. The following information outlines the main circumstances where absence may be authorised by the Head teacher: • Illness (including vomiting, diarrhea, contagious illnesses) • Medical/dental appointment (with proof) • Approved Educational Activities • Compassionate leave for bereavement and illness • Family weddings and civil ceremonies • Funerals • Relocation to different areas • Religious circumstances e.g. confirmation • Attending award ceremonies, e.g. Graduation School should be informed of an absence in one of two ways: a phone call (or email) <u>each day that the child is absent</u>, or for a longer absence via a ‘Leave of absence’ form. On completion of the ‘Request for leave of absence in exceptional circumstances’ document, the Head teacher will view each request on a case-by-case basis. Parents must seek approval in advance of this leave being taken. No leave of absence without authorization will be granted.	UNAUTHORISED ABSENCE Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence will be unauthorised if a pupil is absent from school without the permission of the school. Whilst parents can provide explanations for absences, it is the school’s decision whether to authorise the absence or not. Unauthorised absence includes: • Absences which have never been properly explained • Medical appointments without proof • Pupils who arrive at school too late to get a mark • Shopping • Birthdays • Day trips • Long weekends away and holidays in term time • In the case of term time leave - if a pupil is kept away from school longer than was agreed, the additional absence is unauthorised It is essential to note that reasons such as oversleeping, tiredness, non-serious ailments like minor colds or headaches without significant impact, or missing school for convenience are considered invalid and will be unauthorised. TERM TIME HOLIDAYS Term time holidays that are not deemed to be exceptional circumstances may result in a Penalty being issued by the Local Authority.	RESPONDING TO NON-ATTENDANCE When a pupil does not attend, the school needs to respond effectively. The school will use the following staged approach until it sees the necessary improvements. Future decline will see the staged approach reinstated. * Stage 1 – phone call/email/text message on first day of absence * Stage 2 – subsequent phone call/email/text message each day * Stage 3 – Safe and well checks carried out (if appropriate) * Stage 4 – letter informing of the current attendance level and concerns * Stage 5 – invite parent in for an attendance panel meeting * Stage 6 – register a CME/PNAR (depending on circumstances) * Stage 7 – Notice to Improve sent to parents * Stage 8 – Attendance review * Stage 9 - issue a penalty notice through the Local Authority SAFE AND WELL CHECK - Where a child is absent from school for three or more days and there is reasonable doubt as to the reason for absence, or to check on the welfare of the child due to on-going illness, a safe and well check will be carried out by the Headteacher.										
EFFECTS OF NON-ATTENDANCE <table><tr><th>Boundary</th><th>Description</th></tr><tr><td>95% - 100% 0 - 9 days absence</td><td>As expected</td></tr><tr><td>91% - 94% 10 - 19 days absence</td><td>At risk of persistent absence</td></tr><tr><td>80% - 90% 20 - 38 days absence</td><td>Persistent absence</td></tr><tr><td>51% - 79% 39 - 95 days absence</td><td>At risk of severe absence</td></tr></table>	Boundary	Description	95% - 100% 0 - 9 days absence	As expected	91% - 94% 10 - 19 days absence	At risk of persistent absence	80% - 90% 20 - 38 days absence	Persistent absence	51% - 79% 39 - 95 days absence	At risk of severe absence	LATENESS Our pupils can arrive from 8:45am on each school day. Our morning register is taken at 9:00am and will be kept open until 9:10am. A child registering between 9am and 9:10am will be an authorised late; a child registering after 9:10am will be an unauthorised late. Our afternoon register is taken at 1:30pm. A pupil who arrives late after the registers close will be marked as absent. If the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised. If the pupil is late for no good reason, they will be marked with the unauthorised absence code ‘Late after registers close’ (U). An unauthorised absence	PERSISTENT ABSENTEEISM A pupil becomes a ‘persistent absentee’ when they miss 10% (19 school days) or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child’s educational prospects and we need parent’s fullest support and co-operation to tackle this. We monitor all absence thoroughly. The parent of any student who is at risk of moving towards persistent absenteeism will be informed of this immediately so that the situation can be rectified. An Attendance Panel meeting may be used as a way of supporting a child/family to improve their school attendance.
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Less than 50% More than 95 days absence	Severe absence	will affect the child’s overall attendance and could result in an Attendance Panel meeting being arranged. EFFECTS OF LATENESS When a child arrives late to school, they miss important events like well-being time, teacher instructions and introductions to lessons. Children often also feel embarrassed at having to enter the classroom late. The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage children and disrupt the learning of others. <table><tr><th>Minutes late per Day</th><th>Equates to Days of Teaching Lost in one Year</th><th>Which means this number of lessons missed</th></tr><tr><td>5 mins</td><td>3 Days</td><td>15 Lessons</td></tr><tr><td>10 mins</td><td>6 Days</td><td>30 Lessons</td></tr><tr><td>15 mins</td><td>9 Days</td><td>45 Lessons</td></tr></table>	Minutes late per Day	Equates to Days of Teaching Lost in one Year	Which means this number of lessons missed	5 mins	3 Days	15 Lessons	10 mins	6 Days	30 Lessons	15 mins	9 Days	45 Lessons
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